

December 10, 1998
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Introduced by: Kent Pullen

Clerk 12/2/98 12/15/98

Proposed No.: **98-139**

SUBSTITUTE ORDINANCE NO. 13377 (electronic facsimile)

AN ORDINANCE relating to family and medical leaves without pay; amending Ordinance 12014, Section 5, as amended, and K.C.C. 3.12.010, Ordinance 12014, Section 21, as amended and K.C.C. 3.12.220, Ordinance 12014, Section 25, and K.C.C. 3.12..250 and repealing Ordinance 7956, Sections 2, 3, 4 and 5, as amended, and K.C.C. 3.12.245.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1: Findings and purpose.

In the late 1980s King County adopted a progressive policy which allows employees to take up to eighteen weeks of leave in a twenty-four-month period for “family reasons” including care of a sick family member or parenting leave at the time of the birth or adoption of a child. Under this policy, employees can take leave without pay or they can use their personal sick leave balance. Whether or not the leave time is paid, the county guarantees the employee will be able to return to his or her regular position, or a position at a similar level and pay, and the county will pay for the employee’s health benefits during the family leave.

In 1993, the federal Family and Medical Leave Act (FMLA) was adopted. FMLA provides many of the same benefits as the county’s family leave ordinance. However, there are enough differences to make accurate administration of both sets of rules at the same

1 time very difficult. This ordinance amends certain provisions in the county's policy to make
2 the policy consistent with federal provisions.

3 SECTION 2. Ordinance 12014, Section 5, as amended, and K.C.C. 3.12.010 are
4 hereby amended to read as follows:

5 **Definitions.** All words shall have their ordinary and usual meanings except those
6 defined in this section which shall have, in addition, the following meanings. In the event of
7 conflict, the specific definitions set forth in this section shall presumptively, but not
8 conclusively, prevail.

9 A. General definitions.

10 1. "Administrative interns" are employees who are also enrolled full-time
11 during the regular school year in a program of education, internship or
12 apprenticeship. All administrative internships in executive departments shall be
13 approved by the director. Administrative interns are exempt from the career service
14 under Section 550 of the charter.

15 2. "Appointing authority" means the county council, the executive, chief
16 officers of executive departments and administrative offices, or division managers
17 having authority to appoint or to remove persons from positions in the county
18 service.

19 3. "Basis of merit" means the value, excellence or superior quality of an
20 individual's work performance, as determined by a structured process comparing the
21 employee's performance against defined standards and, where possible, the
22 performance of other employees of the same or similar class.

1 4. "Board" means the county personnel board established by Section 540
2 of the charter.

3 5. "Career service employee" means a county employee appointed to a
4 career service position as a result of the selection procedure provided for in this
5 chapter, and who has completed the probationary period.

6 6. "Career service position" means all positions in the county service
7 except for those which are designated by Section 550 of the charter as follows: All
8 elected officers; the county auditor, the clerk and all other employees of the county
9 council; the county administrative officer; the chief officer of each executive
10 department and administrative office; the members of all boards and commissions;
11 administrative assistants for the executive and one administrative assistant each for
12 the county administrative officer, the county auditor, the county assessor, the chief
13 officer of each executive department and administrative office and for each board
14 and commission; a chief deputy for the county assessor; one confidential secretary
15 each for the executive, the chief officer of each executive department and
16 administrative office, and for each administrative assistant specified herein; all
17 employees of those officers who are exempted from the provisions of this chapter by
18 the state constitution; persons employed in a professional or scientific capacity to
19 conduct a special inquiry, investigation or examination; part-time and temporary
20 employees; administrative interns; election precinct officials; all persons serving the
21 county without compensation; physicians; surgeons; dentists; medical interns; and
22 student nurses and inmates employed by county hospitals, tuberculosis sanitariums
23 and health departments of the county.

1 Divisions in executive departments and administrative offices as determined
2 by the county council shall be considered to be executive departments for the
3 purpose of determining the applicability of Section 550 of the charter.

4 All part-time employees shall be exempted from career service membership
5 except(~~(, effective January 1, 1989,)~~) all part-time employees employed at least half
6 time or more, as defined by ordinance, shall be members of the career service.

7 7. "Charter" means the King County Charter, as amended.

8 8. "Child" means a biological, adopted or foster child, a stepchild, a legal
9 ward or a child of an employee standing in loco parentis to the child, who is:

10 a. under eighteen years of age; or

11 b. eighteen years of age or older and incapable of self care because of
12 a mental or physical disability.

13 9. "Class" or "classification" means a position or group of positions,
14 established under authority of this chapter, sufficiently similar in respect to the
15 duties, responsibilities and authority thereof, that the same descriptive title may be
16 used to designate each position allocated to the class.

17 ((9)) 10. "Classification plan" means the arrangement of positions into
18 classifications together with specifications describing each classification.

19 ((10)) 11. "Compensatory time" means time off granted with pay in lieu
20 of pay for work performed either on an authorized overtime basis or work
21 performed on a holiday which is normally scheduled as a day off. Such
22 compensatory time shall be granted on the basis of time and one-half.

1 ~~((14))~~ 12. "Competitive employment" means a position established in the county
2 budget and which will require at least twenty-six weeks of service per year as the work
3 schedule established for the position.

4 ~~((12))~~ 13. "Council" means the county council as established by Article 2
5 of the charter.

6 ~~((13))~~ 14. "County" means the county of King and any other organization
7 that is legally governed by the county with respect to personnel matters.

8 ~~((14))~~ 15. "Developmental disability" means a developmental disability,
9 as defined in RCW 71A.10.020(2), as amended, attributable to mental retardation,
10 cerebral palsy, epilepsy, autism~~((;))~~ or other neurological or other condition of an
11 individual found by the secretary of the Washington state ~~((d))~~ Department of
12 ~~((s))~~ Social and ~~((h))~~ Health ~~((s))~~ Services, or designee, to be closely related to mental
13 retardation or to require treatment similar to that required for individuals with
14 mental retardation, which disability originates before the individual attains age
15 eighteen, which has continued or can be expected to continue indefinitely~~((;))~~ and
16 which constitutes a substantial handicap for the individual.

17 ~~((15))~~ 16. "Direct cost" means the cost aggregate of the actual weighted
18 average cost of insured benefits, less any administrative cost therefor. Any
19 payments to part-time and temporary employees under this chapter shall not include
20 any administrative overhead charges applicable to administrative offices and
21 executive departments.

22 ~~((16))~~ 17. "Director" means the chief officer of the administrative office
23 of human resources management.

1 ~~((17))~~ 18. “Domestic partners” are two people in a domestic partnership,
2 one of whom is a county employee.

3 ~~((18))~~ 19. “Domestic partnership” is a relationship whereby two people:

- 4 a. ~~((H))~~ have a close personal relationship~~((, and))~~;
- 5 b. ~~((A))~~ are each other's sole domestic partner and are responsible for
6 each other's common welfare~~((, and))~~;
- 7 c. ~~((S))~~ share the same regular and permanent residence~~((, and))~~;
- 8 d. ~~((A))~~ are jointly responsible for basic living expenses which means
9 the cost of basic food, shelter and any other expenses of a domestic partner which
10 are paid at least in part by a program or benefit for which the partner qualified
11 because of the domestic partnership. The individuals need not contribute equally or
12 jointly to the cost of these expenses as long as they agree that both are responsible
13 for the cost~~((, and))~~;
- 14 e. ~~((A))~~ are not married to anyone~~((, and))~~;
- 15 f. ~~((A))~~ are each eighteen years of age or older~~((, and))~~;
- 16 g. ~~((A))~~ are not related by blood closer than would bar marriage in the
17 ~~((S))~~ state of Washington~~((, and))~~; and
- 18 h. ~~((W))~~ were mentally competent to consent to contract when the
19 domestic partnership began.

20 ~~((19. “Employee” means any person who is employed in a career service
21 position or exempt position.))~~

22 20. “Employed at least half time or more” means employed in a regular position
23 which has an established work schedule of not less than one-half the number of hours of the

1 full-time positions in the work unit in which the employee is assigned, or when viewed on a
2 calendar year basis, ~~((940))~~ nine hundred ten hours or more in a work unit in which a work
3 week of more than thirty-five but less than forty hours is standard or ~~((1040))~~ one thousand
4 forty hours or more in a work unit in which a forty hour work week is standard. If the
5 standard work week hours within a work unit varies (for instance, employees working both
6 thirty-five and forty hours), the director, in consultation with the department, ~~((will be))~~ is
7 responsible for determining what hour threshold will apply.

8 21. “Employee” means any person who is employed in a career service
9 position or exempt position.

10 22. “Executive” means the county executive, as established by Article 3
11 of the charter.

12 ~~((22))~~ 23. “Exempt employee” means an employee employed in a position
13 that is not a career service position under Section 550 of the charter. Exempt
14 employees serve at the pleasure of the appointing authority.

15 ~~((23))~~ 24. “Exempt position” means any position excluded as a career
16 service position by Section 550 of the charter. Exempt positions are positions to
17 which appointment may be made directly without a competitive hiring process.

18 ~~((24))~~ 25. “Full-time regular employee” means an employee employed in
19 a full-time regular position and, for full-time career service positions, is not serving a
20 probationary period.

21 ~~((25))~~ 26. “Full-time regular position” means a regular position which has
22 an established work schedule of not less than thirty-five hours per week in those

1 work units in which a thirty-five hour week is standard, or of not less than forty
2 hours per week in those work units in which a forty-hour week is standard.

3 ((26)) 27. "Grievance" means an issue raised by an employee relating to
4 the interpretation of rights, benefits((;)) or condition of employment as contained in
5 the administrative rules and/or procedures for the career service.

6 ((27)) 28. "Immediate family" means spouse, child, parent, son-in-law, daughter-
7 in-law, grandparent, grandchild, sibling, ((~~mother in law, father in law,~~)) domestic
8 partner((;)) and the child, parent, sibling, grandparent or grandchild of the spouse or
9 domestic partner.

10 ((28)) 29. "Incentive increase" means an increase to an employee's base
11 salary within the assigned pay range, based on demonstrated performance.

12 ((29)) 30. "Integrated work setting" means a work setting with no more than
13 eight persons with developmental disabilities or with the presence of a sensory, mental or
14 physical handicap as specified in K.C.C. 3.12.180, as amended. This definition refers to all
15 county offices, field locations and other work sites at which supported employees work
16 along side employees who are not persons with development disabilities employed in
17 permanent county positions.

18 ((30)) 31. "Life-giving and life-saving procedures " ((~~shall~~)) means a
19 medically-supervised procedure involving the testing, sampling((;)) or donation of
20 blood, organs, fluids, tissues and other human body components for the purposes of
21 donation without compensation to a person for a medically necessary treatment.

1 ((31)) 32. “Marital status” ((is)) means the presence or absence of a
2 marital relationship and includes the status of married, separated, divorced, engaged,
3 widowed, single or cohabiting.

4 ((32)) 33. “Part-time employee” means an employee employed in a part-
5 time position. Under Section 550 of the charter, part-time employees are not
6 members of the career service.

7 ((33)) 34. “Part-time position” means an other-than-a-regular position in
8 which the part-time employee is employed less than half time, that is less than
9 ((940)) nine hundred ten hours in a calendar year in a work unit in which a thirty-
10 five hour work week is standard or less than ((1040)) one thousand forty hours in a
11 calendar year in a work unit in which a forty-hour work week is standard, except as
12 provided elsewhere in this chapter. Where the standard work week falls between
13 thirty-five and forty hours, the director, in consultation with the department, ((will
14 be)) is responsible for determining what hour threshold will apply. Part-time
15 position excludes administrative intern.

16 ((34)) 35. “Part-time regular employee” means an employee employed in
17 a part-time regular position and, for part-time career service positions, is not serving
18 a probationary period. Under Section 550 of the charter, such part-time regular
19 employees are members of the career service.

20 ((35)) 36. “Part-time regular position” means a regular position in which
21 the part-time regular employee is employed for at least ((940)) nine hundred ten
22 hours but less than a full-time basis in a calendar year in a work unit in which a
23 thirty-five hour work week is standard or for at least ((1040)) one thousand forty

1 hours but less than a full-time basis in a calendar year in a work unit in which a
2 forty-hour work week is standard. Where the standard work week falls between
3 thirty-five and forty hours, the director, in consultation with the department, ((will
4 be)) is responsible for determining what hour threshold will apply.

5 ((36)) 37. "Pay plan" means a systematic schedule of numbered pay
6 ranges with a minimum, maximum and intermediate steps for each pay range, a
7 schedule of assignment of each classification to a numbered pay range and rules for
8 administration.

9 ((37)) 38. "Pay range" means one or more pay rates representing the
10 minimum, maximum and intermediate steps assigned to a classification.

11 ((38)) 39. "Pay range adjustment" means the adjustment of the numbered
12 pay range of a classification to another numbered pay range in the schedule based on
13 a classification change, competitive pay data or other significant factors.

14 ((39)) 40. "Personnel guidelines" means only those operational
15 procedures promulgated by the director necessary to implement personnel policies
16 or requirements previously stipulated by ordinance or the charter. Such personnel
17 guidelines shall be applicable only to employees assigned to executive departments
18 and administrative agencies.

19 ((40)) 41. "Position" means a group of current duties and responsibilities
20 assigned by competent authority requiring the employment of one person.

21 ((41)) 42. "Probationary employee" means an employee serving a
22 probationary period in a regular career service position. Probationary employees are

1 temporary employees and excluded from career service under Section 550 of the
2 charter.

3 ((42)) 43. “Probationary period” means a period of time, as determined
4 by the director, constituting the final step in the competitive screening process for
5 career service or for promotion from one career service position to another. An
6 appointment to the career service, whether following successful completion of an
7 initial probationary period of county employment or a promotional probationary
8 period, shall not be final unless the employee successfully completes this
9 probationary period.

10 ((43)) 44. “Provisional appointment” means an appointment made in the
11 absence of a list of candidates certified as qualified by the director. Only the
12 director may authorize a provisional appointment. An appointment to this status is
13 limited to six months.

14 ((44)) 45. “Provisional employee” means an employee serving by
15 provisional appointment in a regular career service. Provisional employees are
16 temporary employees and excluded from career service under Section 550 of the
17 charter.

18 ((45)) 46. “Recruiting step” means the first step of the salary range
19 allocated to a class unless otherwise authorized by the executive.

20 ((46)) 47. “Regular position” means a position established in the county
21 budget and identified within a budgetary unit’s authorized full time equivalent (FTE)
22 level as set out in the budget detail report.

1 ((47)) 48. "Salary or pay rate" means an individual dollar amount which
2 is one of the steps in a pay range paid to an employee based on the classification of
3 the position occupied.

4 49. "Serious health condition" means an illness or injury, impairment or physical
5 or mental condition that involves one or more of the following:

6 a. an acute episode that requires more than three consecutive calendar days
7 of incapacity and either multiple treatments by a licensed health care provider or at least one
8 treatment plus follow-up care such as a course of prescription medication; and any
9 subsequent treatment or period of incapacity relating to the same condition;

10 b. a chronic ailment continuing over an extended period of time that requires
11 periodic visits for treatment by a health care provider and that has the ability to cause either
12 continuous or intermittent episodes of incapacity;

13 c. in-patient care in a hospital, hospice or residential medical care facility or
14 related out-patient follow-up care;

15 d. an ailment requiring multiple medical interventions or treatments by a
16 health care provider that, if not provided, would likely result in a period of incapacity for
17 more than three consecutive calendar days;

18 e. a permanent or long-term ailment for which treatment might not be
19 effective but that requires medical supervision by a health care provider; or

20 f. any period of incapacity due to pregnancy or prenatal care.

21 ((48)) 50. "Temporary employee" means an employee employed in a temporary
22 position and, in addition, includes an employee serving a probationary period or ((is)) under

1 provisional appointment. Under Section 550 of the charter, temporary employees are not
2 members of the career service.

3 ~~((49))~~ 51. "Temporary position" means a position which is not a regular position
4 as defined in this chapter and excludes administrative intern. Temporary positions include
5 both term-limited temporary positions as defined in this chapter and short-term (normally
6 less than six months) temporary positions in which a temporary employee works less than
7 ~~((940))~~ nine hundred ten hours in a calendar year in a work unit in which a thirty-five hour
8 work week is standard or less than ~~((1040))~~ one thousand forty hours in a calendar year in a
9 work unit in which a forty~~((--))~~hour work week is standard, except as provided elsewhere in
10 this chapter. Where the standard work week falls between thirty-five and forty hours, the
11 director, in consultation with the department, ~~((will be))~~ is responsible for determining what
12 hour threshold will apply.

13 ~~((50))~~ 52. "Term-limited temporary employee" means a temporary employee
14 who is employed in a term-limited temporary position. Term-limited temporary employees
15 are not members of the career service.

16 Term-limited temporary employees may not be employed in term-limited
17 temporary positions longer than three years beyond the date of hire, except that for grant-
18 funded projects, capital improvement projects~~((;))~~ and information systems technology
19 projects the maximum period may be extended up to five years upon approval of the
20 director. The director shall maintain a current list of all term-limited temporary employees
21 by department.

22 ~~((54))~~ 53. "Term-limited temporary position" means a temporary position with
23 work related to a specific grant, capital improvement project, information systems

1 technology project((;)) or other non((-))routine, substantial body of work, for a period
2 greater than six months. In determining whether a body of work is appropriate for a term-
3 limited temporary position, the appointing authority will consider the following:

4 a. ((G))grant-funded projects: These positions will involve projects or
5 activities that are funded by special grants for a specific time or activity. These grants are
6 not regularly available to or their receipt predictable by the county((-));

7 b. ((I))information systems technology projects: These positions will be
8 needed to plan and implement new information systems projects for the county. Term-
9 limited temporary positions may not be used for on-going maintenance of systems that have
10 been implemented((-);

11 c. ((E))capital improvement projects: These positions will involve the
12 management of major capital improvement projects. Term-limited temporary positions may
13 not be used for on-going management of buildings or facilities once they have been
14 built((-);

15 d. ((M))miscellaneous projects: Other significant and substantial bodies of
16 work may be appropriate for term-limited temporary positions. These bodies of work must
17 be either non((-))routine projects for the department((;)) or related to the initiation or
18 cessation of a county function, project((;)) or department((-);

19 e. ((S))seasonal positions((-); These are positions with work for more than
20 six consecutive months, half-time or more, with total hours of at least ((940)) nine hundred
21 ten in a calendar year in a work unit in which a thirty-five hour work week is standard or at
22 least ((4040)) one thousand forty hours in a calendar year in a work unit in which a forty((-
23)) hour work week is standard, that due to the nature of the work have predictable periods

1 of inactivity exceeding one month. Where the standard work week falls between thirty-five
2 and forty hours, the director, in consultation with the department, ~~((will be))~~ is responsible
3 for determining what hour threshold will apply~~((:))~~; and

4 f. ~~((F))~~temporary placement in regular positions~~((:))~~; These are positions
5 used to back fill regular positions for six months or more due to a career service employee's
6 absence such as extended leave or assignment on any of the foregoing time-limited projects.

7 All appointments to term-limited temporary positions will be made by the
8 appointing authority in consultation with the director prior to the appointment of term-
9 limited temporary employees.

10 ~~((B. Definitions related to family leave. Unless the context clearly requires~~
11 ~~otherwise, the following terms have the following meanings:~~

12 1. ~~“Child” means a biological, adopted, or foster child, a stepchild, a legal~~
13 ~~ward, or a child of a person standing in loco parentis, who is:~~

14 a. ~~Under eighteen years of age, or~~

15 b. ~~Eighteen years of age or older and incapable of self care because of~~
16 ~~mental or physical disability.~~

17 2. ~~“Employee” means a full time regular or part time regular employee and~~
18 ~~includes provisional, probationary and term limited employees. The term “employee” shall~~
19 ~~not include part time and temporary employees other than the temporary employees~~
20 ~~identified above.~~

21 3. ~~“Serious health condition” means an illness, injury, impairment, or physical~~
22 ~~or mental condition, whether or not preexisting, which requires:~~

23 a. ~~Inpatient care in a hospice or residential medical care facility, or~~

1 ~~b. Continuing treatment or continuing supervision by a health care~~
2 ~~provider.~~

3 ~~4. "Health care provider" means a person whose services are of a type which~~
4 ~~are compensated under any county health care plan.~~

5 ~~5. "Reduced leave schedule" means leave scheduled for fewer than an~~
6 ~~employee's usual number of hours per workweek or hours per workday.))~~

7 SECTION 3. Ordinance 12014, Section 21, as amended, and K.C.C. 3.12.220 are
8 each hereby amended to read as follows:

9 Sick leave and time off for medical and family reasons((-)): A. Except for
10 employees covered by ((~~paragraph H~~)) subsection G of this section, employees
11 eligible for leave benefits shall accrue sick leave benefits at the rate of 0.04616 hours
12 for each hour in pay status exclusive of overtime up to a maximum of eight hours
13 per month; except that sick leave shall not begin to accrue until the first of the
14 month following the month in which the employee commenced employment. The
15 employee is not entitled to sick leave if not previously earned.

16 B. During the first six months of service, employees eligible to accrue vacation leave
17 may, at the appointing authority's discretion, use any accrued days of vacation leave as an
18 extension of sick leave. If an employee does not work a full six months, any vacation leave
19 used for sick leave must be reimbursed to the county upon termination.

20 C. For employees covered by the overtime requirements of the Fair Labor Standards
21 Act, sick leave may be used in one-half hour increments, at the discretion of the appointing
22 authority.

1 D. There shall be no limit to the hours of sick leave benefits accrued by an eligible
2 employee.

3 E. ~~((Department management is responsible for the proper administration of the sick~~
4 ~~leave benefit. Verification of illness from a licensed physician may be required for any~~
5 ~~requested sick leave absence.~~

6 F.)) Separation from or termination of county employment except by reason of
7 retirement or layoff due to lack of work, funds, ~~((or))~~ efficiency reasons or separation for
8 nondisciplinary medical reasons, shall cancel all sick leave accrued to the employee as of the
9 date of separation or termination. Should the employee resign in good standing, be
10 separated for nondisciplinary medical reason or be laid off, and return to county
11 employment within two years, accrued sick leave shall be restored~~((, provided that such))~~,
12 but the restoration shall not apply where the former employment was in a term-limited
13 temporary position.

14 ~~((G))~~ F. Except employees covered by ~~((paragraph H))~~ subsection G of this section,
15 employees eligible to accrue sick leave and who have successfully completed at least five
16 years of county service and who retire as a result of length of service or who terminate by
17 reason of death shall be paid, or their estates paid or as provided for by ~~((RCW))~~ Title 11
18 RCW, as applicable, an amount equal to thirty-five percent of their unused, accumulated
19 sick leave multiplied by the employee's rate of pay in effect upon the date of leaving county
20 employment less mandatory withholdings. This provision is predicated on the requirement
21 that, except with the written approval of the executive, the position, if vacated by a non~~((-~~
22 ~~))~~represented employee, shall not be filled until salary savings for such position are
23 accumulated in an amount sufficient to pay the cost of the cashout.

1 ((H)) G. Uniformed employees covered under the LEOFF Retirement System-Plan I
2 shall apply for disability retirement under ~~((the provisions of))~~ RCW 41.26.120.

3 ((I)) H. ~~((Accrued sick leave may be used for the following reasons-))~~ An employee
4 must use all of his or her accrued sick leave and any donated sick leave before taking unpaid
5 leave for his or her own health reasons. If the injury or illness is compensable under the
6 county's workers compensation program, then the employee has the option to augment or
7 not augment time loss payments with the use of accrued sick leave. For a leave for family
8 reasons, the employee shall choose at the start of the leave whether the particular leave
9 would be paid or unpaid; but when an employee chooses to take paid leave for family
10 reasons he or she may set aside a reserve of up to eighty hours of accrued sick leave. An
11 employee who has exhausted all of his or her sick leave may use accrued vacation leave
12 before going on leave of absence without pay, if approved by his or her appointing
13 authority. Sick leave shall be used for the following reasons:

14 1. The employee's bona fide illness~~((; provided, that))~~, but an employee who
15 suffers an occupational illness may not simultaneously collect sick leave and worker's
16 compensation payments in a total amount greater than the net regular pay of the employee;

17 2. The employee's incapacitating injury, ~~((provided that))~~ but:

18 a. ~~((A))~~ an employee injured on the job may not simultaneously collect sick
19 leave and worker's compensation payments in a total amount greater than the net regular
20 pay of the employee; though an employee who chooses not to augment his or her worker's
21 compensation time loss pay through the use of sick leave shall be deemed on unpaid leave
22 status;

1 b. An employee who chooses to augment workers' compensation payments
2 with the use of accrued sick leave shall notify the safety and workers' compensation
3 program office in writing at the beginning of the leave;

4 c. ~~((A))~~an employee may not collect sick leave and worker's compensation
5 time loss payments for physical incapacity due to any injury or occupational illness which is
6 directly traceable to employment other than with the county~~((:))~~;

7 3. the employee's ~~((E))~~exposure to contagious diseases and resulting
8 quarantine~~((:))~~;

9 4. ~~((A))~~a female employee's temporary disability caused by or contributed to by
10 pregnancy and childbirth~~((:))~~;

11 5. ~~((F))~~the employee's medical or dental appointments, provided that the
12 employee's appointing authority has approved the use of sick leave for such
13 appointments~~((:))~~;

14 6. ~~((To care for the employee's child or the child of an employee's domestic~~
15 ~~partner if the following conditions are met:~~

16 a. ~~The child is under the age of eighteen;~~

17 b. ~~The employee is the natural parent, stepparent, adoptive parent, legal~~
18 ~~guardian or other person having legal custody and control of the child;~~

19 c. ~~The employee's child or the child of an employee's domestic partner has a~~
20 ~~health condition requiring the employee's personal supervision during the hours of his/her~~
21 ~~absence from work; and,~~

22 d. ~~The employee actually attends to the child during the absence from work.~~

23 7. ~~Employees shall be entitled to use sick leave in the maximum amount of three days~~

1 for each instance where such employee is required to care for immediate family members
2 who are seriously ill. There shall be no limit on the use of sick leave to care for children
3 under paragraph I.6 of this section.

4 ~~Up to one day of sick leave may be used by a male employee for the purpose of being~~
5 ~~present at the birth of his child.~~

6 ~~—— J. An employee who has exhausted all of his or her sick leave may use accrued~~
7 ~~vacation leave as sick leave before going on leave of absence without pay, if approved by~~
8 ~~his or her appointing authority.))~~

9 To care for the employee's child as defined in this chapter if the child has an
10 illness or health condition which requires treatment or supervision from the employee; or

11 7. To care for other family members, if:

12 a. the employee has been employed by the county for twelve months or more
13 and has worked a minimum of nine hundred ten hours (thirty-five--hour employee) or one
14 thousand forty hours (forty-hour employee) in the preceding twelve months;

15 b. the family member is the employee's spouse or domestic partner, the
16 employee's child, a child of the employee's spouse or domestic partner, the parent of the
17 employee, employee's spouse or domestic partner or an individual who stands or stood in
18 loco parentis to the employee, the employee's spouse or domestic partner; and

19 c. the reason for the leave is one of the following:

20 i. the birth of a son or daughter and care of the newborn child, or
21 placement with the employee of a son or daughter for adoption or foster care, if the leave is
22 taken within twelve months of the birth, adoption or placement;

1 ii. the care of the employee's child or child of the employee's spouse or
2 domestic partner whose illness or health condition requires treatment or supervision by the
3 employee; or

4 iii. care of a family member who suffers from a serious health condition.

5 I. An employee may take a total of up to eighteen work weeks unpaid leave for his
6 or her own serious health condition, and for family reasons as provided in subsection H. 6
7 and 7 of this section, combined, within a twelve-month period. The leave may be
8 continuous, which is consecutive days or weeks, or intermittent, which is taken in whole or
9 partial days as needed. Intermittent leave is subject to the following conditions:

10 1. When leave is taken after the birth or placement of a child for adoption or
11 foster care, an employee may take leave intermittently or on a reduced leave schedule only
12 if authorized by the employee's appointing authority;

13 2. An employee may take leave intermittently or on a reduced schedule when
14 medically necessary due to a serious health condition of the employee or a family member of
15 the employee; and

16 3. If an employee requests intermittent leave or leave on a reduced leave
17 schedule under subsection I.2 of this section that is foreseeable based on planned medical
18 treatment, the appointing authority may require the employee to transfer temporarily to an
19 available alternative position for which the employee is qualified and that has equivalent pay
20 and benefits and that better accommodates recurring periods of leave than the regular
21 position of the employee.

22 J. Use of donated leave shall run concurrently with the eighteen work week family
23 medical leave entitlement.

1 K. The county shall continue its contribution toward health care benefits during any
2 unpaid leave taken under subsection I of this section.

3 L. Department management is responsible for the proper administration of the sick
4 leave benefit. Verification from a licensed health care provider may be required to
5 substantiate the health condition of the employee or family member for leave requests.

6 M. An employee who returns from unpaid family or medical leave within the time
7 provided in this ordinance section is entitled, subject to bona fide layoff provisions, to:

8 1.a. The same position he or she held when the leave commenced; or

9 b. A position with equivalent status, benefits, pay and other terms and
10 conditions of employment; and

11 2. The same seniority accrued before the date on which the leave commenced.

12 N. Failure to return to work by the expiration date of a leave of absence may be
13 cause for removal and result in termination of the employee from county service.

14 SECTION 4. Ordinance 7956, sections 2, 3, 4 and 5, as amended, and K.C.C.
15 3.12.245 are hereby repealed.

16 SECTION 5. Ordinance 12014, section 25, and K.C.C. 3.12.250 are each
17 hereby amended to read as follows:

18 **Leave of absence - ((W))without pay.** A. ~~((Full-time regular employees and part-~~
19 ~~time regular employees))~~ An employee eligible for leave benefits may take a leave((s)) of
20 absence without pay for ~~((periods of))~~ thirty calendar days or less if authorized in writing by
21 the employee's appointing authority.

22 B. ~~((Full-time regular employees and part-time regular employees))~~ An employee
23 eligible for leave benefits may take a leave((s)) of absence without pay for ~~((periods of))~~

1 more than thirty calendar days if authorized in writing by the employee's appointing
2 authority and the director.

3 C. Leaves of absence without pay shall be for periods not to exceed one year except
4 that the director may, in special circumstances, grant an extension beyond one year.

5 D. Other employee benefits as provided in this chapter shall not be provided to or
6 accrue to the employee while on leave of absence without pay, except as provided in K.C.C.
7 3.12.220.

8 E. If a leave of absence without pay was granted for purposes of recovering health,
9 the employee ((~~may~~)) shall be required by the director to submit a physician's statement
10 concerning the employee's ability to resume duties prior to return to work.

11 F. An employee on leave of absence without pay may return from the leave before its
12 expiration date if the employee provides the appointing authority with a written request to
13 that effect at least fifteen days prior to resuming duties.

14 G. Failure to return to work by the expiration date of a leave of absence without pay
15 shall be cause for removal and shall result in automatic termination of the employee from
16 county service.
17

1 H. A leave of absence without pay may be revoked by the director upon evidence
2 submitted to the director by the appointing authority of the employee indicating that ~~((the))~~
3 such leave ~~((of absence))~~ was requested and granted under false pretenses, or that the need
4 for such leave ~~((of absence))~~ has ceased to exist.

5 SECTION 6. County employees receiving workers' compensation time loss benefits on
6 the effective date of this ordinance, who are also receiving the county's insured benefits
7 under an agreement between the county executive, Service Employees International Union,
8 Local 6, representing scale operators and the International Brotherhood of Teamsters,
9 Local 174, representing truck drivers and transfer station operators will continue to receive
10 those insured benefits until termination of employment, return to work in a benefited
11 position, or June 30, 1999, whichever occurs first.

The county executive is directed to review current policies related to family and medical leave entitlements and their applicability to medical leaves resulting from industrial injury to determine if the county's practices should be modified. This review will include, but need not be limited to, policies and practices of other jurisdictions, requirements under the federal law, and an estimate of the costs of modifying current policies and practices. A report of the findings of this review and any resulting recommendations will be presented to the county council for consideration no later than June 1, 1999.

INTRODUCED AND READ for the first time this 9th day of March, 1998.

PASSED by a vote of 13 to 0 this 14th day of December,
1998.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

(original signed by Louise Miller)
Chair

ATTEST:

(original signed by Clerk)
Clerk of the Council

APPROVED this 21 day of December, 1998.

(original signed by Ron Sims)
King County Executive

Attachments: None